



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: SEH-05-74	POSITION: Management Analyst
POSITION SERIES: DS-0343	POSITION GRADE: 13
OPENING DATE: 04/28/05	CLOSING DATE: 05/05/05
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	SALARY RANGE: \$63,211 - \$82,180 per annum
WORKSITE: 2700 MLK Jr. Ave., S.E. Washington, D.C. 20032	TOUR OF DUTY: 8:30 a.m. – 5:00 p.m. Monday - Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Department-Wide Only (SEH employees will receive first consideration)
AGENCY: DMH/St. Elizabeths Hospital	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Term (13 months to 4 years) Not to Exceed _____. <input type="checkbox"/> Temporary (Up to 1 year), Not to Exceed _____ months.	
<input type="checkbox"/> This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. <input checked="" type="checkbox"/> This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
BRIEF DESCRIPTION OF DUTIES: This position is located in Saint Elizabeths Hospital, Office of Performance Improvement, Policy and Procedures. Under the general supervision of the Program Analysis Officer, incumbent exercises responsibility for the preparation of SEH management directives through research, review, development, revision, dissemination, and monitoring of policies and procedures in accordance with the guidelines set forth by DMH policy. Ensures directives are in compliance with mental health legislation/certification standards, federal and local regulations/ and in alignment with the standards of regulating bodies including the Centers for Medicare and Medicaid (CMS), Joint Commission on Accreditation of Health Care Organizations, (JCAHO), etc. Provides expert policy support, assistance, and guidance to SEH managers and staff and advisory services to both public and private providers. Provides expertise in conducting evaluative reviews and surveys to ensure effectiveness of the directives management system design and performance. Reviews and provides advice on draft policies. Contributes to the preparation for certifications and accreditation readiness by ensuring that policies are accurate, current, and comply with CMS and JCAHO standards. Leads or functions as a member of various SEH committees and or ad hoc groups. May periodically provide support assistance to other offices within the Performance Improvement Department, i.e., Risk Management, Quality Improvement, etc.	
QUALIFICATIONS REQUIREMENT: This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position, and that is typically in or related to the work of the position to be filled.	
SELECTIVE PLACEMENT FACTOR(S): None	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Knowledge of the overall mission, philosophy, structure, organizational functions, and procedures of SEH, DMH and the District.
2. Mastery of official written DMH policies and various references, rules, and regulations (such as CMS, JCAHO, etc.
3. Knowledge of effective fact gathering, investigative, and analytical techniques, and report preparation methods.
4. Ability to communicate orally and in writing in order to prepare directives, formulate policies and procedures, prepare reports and provide advice.
5. Ability to use microcomputers and software applications (specifically applications such as Word,, Excel, and PowerPoint), Internet search engines, and e-mail in accordance with standards established by the Department of Mental Health and Saint Elizabeths Hospital.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Clara Orino (202) 645-5979
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."